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ABSTRACT

Task analyses are provided for two duty areas for the occupation of physical therapist assistant in the rehabilitation services cluster. Ten tasks are listed for the duty area "providing therapeutic measures": apply cold compress, administer hot soak, apply heat lamp, apply warm compress, apply ice bag, assist with dressing change, apply clean dressing, apply elastic bandage, apply topical ointment, and apply antiembolism elastic stockings. The duty area "performing diagnostic measures" includes one task: assist physician/dentist in diagnostic procedure. Each task analysis consists of these components: occupation; duty area; tasks; performance standard; steps (procedure); knowledge; attitudes; safety; equipment and supplies; source of analysis; and list of Illinois State Goals for Learning. (YLB)

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

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TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: REHABILITATION SERVICES

OCCUPATION: PHYSICAL THERAPIST ASSISTANT

Duty Areas: Providing Therapeutic Measures

Performing Diagnostic Measures

CE 055 563

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TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: **REHABILITATION SERVICES**

OCCUPATION: **PHYSICAL THERAPIST ASSISTANT**

Duty Area: Providing Therapeutic Measures

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply cold compress

PERFORMANCE STANDARD: Cold compress covers the designated area and remains in place the prescribed length of time. The treatment and results are recorded and reported as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Organize needed supplies and equipment.
6. Position patient in appropriate position depending upon where the compress is to be applied.
7. Place cold solution in basin.
8. Provide privacy for patient.
9. Protect linen during treatment with plastic sheet or disposable pad.
10. Moisten compress in solution.
11. Apply compress to area to receive treatment.
12. Check pulses in area of treatment.
13. Keep compress cold by changing compress every 2-3 minutes or by applying plastic with an ice bag over compress.
14. Check area frequently for blueness or paleness.
15. Continue treatment for the specified period of time.
16. Dry patient after the treatment.
17. Clean and return equipment to storage.
18. Leave patient in comfortable, safe position.
19. Report and record treatment and results.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.

KNOWLEDGE (Cont.)	Use medical terminology to communicate with other health care workers. Chart treatments using facility recording system. Observe results of treatment. Explain the effects of cold on the skin and body. Find pulse points of the body. Apply an ice bag. Time treatments as prescribed.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Basin Ice Plastic sheet(s) or disposable pad Solution as prescribed Ice bag Towel(s)
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 48.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-A: Immediate and long-term effects of exercise and lack of exercise on the circulatory, respiratory and muscular systems of the body. Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

Goal 1-A: Recognition, recall, and summarization of material read.

Goal 1-D: Sensitivity to difficulties of the text, requirements of the task, abilities and motivation.

Goal 2-A: Meaning of spoken messages.

Goal 4-A: Clear and expressive speaking.

Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.

Goal 6-D: English grammar.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Administer hot soak

PERFORMANCE STANDARD: Designated area is immersed the prescribed period of time in the prescribed solution without burning the patient. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment.
6. Place patient in position for procedure.
7. Protect linen during treatment with plastic sheet or disposable pad.
8. Fill container one-half full with solution as ordered.
9. Lower the part of the patient's body slowly into the solution.
10. Cover the treatment area to conserve heat.
11. Add more solution to maintain the temperature of the solution.
    NOTE: Remove the body part from the receptacle while adding solution.
12. Check the patient's skin during treatment for reaction to heat.
13. Continue treatment for specified period of time.
14. Pat patient's skin dry.
15. Clean and store equipment.
16. Assist patient to a safe, comfortable position.
17. Record and report treatment and results as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.

KNOWLEDGE (Cont.)	Move and turn patient who is in hospital bed. Cleanse and protect patient's skin. Chart treatments using facility recording system. Observe results of treatment. Explain the reaction of the skin to heat therapy.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Explain safe temperature of solution which is to be in contact with patient's skin. Prevent the spread of infection to patients, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Put siderails up before leaving patient unattended. Place call light where patient can easily reach it. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Basin Plastic sheet Solution as prescribed Towels
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 49.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-A: Immediate and long-term effects of exercise and lack of exercise on the circulatory, respiratory and muscular systems of the body. Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-D: Sensitivity to difficulties of the text, requirements of the task, abilities and motivation.
- Goal 2-A: Meaning of spoken messages.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply heat lamp

PERFORMANCE STANDARD: Heat lamp is directed to prescribed area. The time prescribed for the treatment is observed. The lamp is positioned approximately 18 inches from skin.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment.
6. Provide privacy.
7. Place patient in position for procedure.
8. Expose only the part of the body to be treated.
9. Direct heat of the lamp to designated skin area.
10. Check the patient's skin during treatment for reaction to heat.
11. Continue treatment as long as directed.
12. Store equipment.
13. Assist patient to a safe, comfortable position.
14. Record and report treatment and results as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.
Assist patient to move and turn.
Protect patient's skin.
Chart treatments using facility recording system.
Observe results of treatment.
Explain the reaction of the skin to heat therapy.
Time treatment as prescribed.

ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to assure that patient does not suffer a burn from treatment. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patients, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Instruct patient how to call for assistance before leaving them unattended. Discontinue treatment and report any complications. Check on patient often and regularly during treatment to prevent burns. Use safety items as intended, i.e., shield over lamp bulb, three-pronged plug. NOTE: DO NOT BYPASS SAFETY PRECAUTIONS.
EQUIPMENT AND SUPPLIES	Heat lamp, type as prescribed
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 52.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-D: Sensitivity to difficulties of the text, requirements of the task, abilities and motivation. Goal 2-A: Meaning of spoken messages. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Mathematics:

Goal 3-B: Estimation of measurements.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply warm compress

PERFORMANCE STANDARD: Moist heat is applied to selected area for designated time. Patient's skin is monitored during treatment. Procedure is charted and reported as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment.
6. Place patient in position for procedure.
7. Protect linen during treatment with plastic sheet or disposable pad.
8. Lubricate skin around area to be treated using petroleum jelly.
9. Check temperature of solution with solution thermometer. NOTE: Temperature should not exceed 115°-120°F (47°-49°C).
10. Dip compresses in solution; wring out; and apply to area to be treated.
11. Cover with plastic wrap or towel to maintain heat.
12. Reheat compresses by dipping again.
13. Check area frequently for signs of redness.
14. Wash off petroleum jelly after completion of treatment.
15. Dry patient.
16. Clean and replace equipment.
17. Assist patient to a safe, comfortable position.
18. Record and report treatment and results as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.

KNOWLEDGE (Cont.)	Move and turn patient who is in hospital bed. Use facility procedures for recording and reporting. Cleanse and protect patient's skin.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Explain safe temperature of solution which is to be in contact with patient's skin. Prevent the spread of infection to patients, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Use thermometer to determine temperature of solutions. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Instruct patient how to summon assistance if needed. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Basin Compresses Petroleum jelly Protective plastic sheet or disposable pad Plastic wrap Towels Bath thermometer Solution
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 95.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-D: Sensitivity to difficulties of the text, requirements of the task, abilities and motivation.
- Goal 2-A: Meaning of spoken messages.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply ice bag

PERFORMANCE STANDARD: Ice bag is securely applied to selected area for designated time. Patient's skin is monitored during treatment. Procedures are recorded and reported as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Organize needed supplies and equipment.
6. Position patient in appropriate position depending upon where the ice bag is to be applied.
7. Fill ice bag 3/4 full.
8. Remove excess air.
9. Protect patient and linen with plastic sheet or disposable pad.
10. Place a cover between the ice bag and the patient.
11. Apply ice bag to area to receive treatment.
12. Check area frequently for blueness or paleness; for tingling and loss of sensation.
13. Continue treatment for the specified period of time.
14. Empty, clean and return equipment to storage.
15. Leave patient in comfortable, safe position.
16. Report and record treatment and results.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.
Protect patient's skin.
Chart treatments using facility recording system.
Observe results of treatment.
Explain the effects of cold on the skin and body.

KNOWLEDGE (Cont.)	Time treatments as prescribed.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Place call signal where patient can easily reach it. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Ice bag Protective cover Ice Plastic sheet or disposable pad
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 57.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-D: Sensitivity to difficulties of the text, requirements of the task, abilities and motivation. Goal 2-A: Meaning of spoken messages. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Assist with dressing change

PERFORMANCE STANDARD: Equipment and supplies for dressing change are placed where they are convenient for use. Supplies and equipment are safe for use. Pysical therapist or physician are assisted as needed. Waste is disposed of according to facility procedures. Procedure is recorded and reported as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment including dressing tray, sterile gloves, adhesive or nonallergic tape, plastic bag, basin or waste can.
6. Check autoclave indicator and date on all equipment and supplies.
7. Place equipment and supplies where it will be convenient for use.
8. Provide privacy for patient.
9. Tear off tape that will be needed for dressing change and place it where it will be available for use.

When physical therapist or physician is ready:

10. Assist as needed.

When dressing change is completed:

11. Leave patient in safe, comfortable position.
12. Clean and replace all equipment used.
13. Dispose of all waste according to facility procedure.
14. Wash hands.
15. Report and record procedure as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Explain transmission of microorganisms.
Recognize sterile surfaces and contaminated surfaces.
Maintain a sterile field.

KNOWLEDGE (Cont.)	Use "drop" or "mitten" techniques to transfer items into sterile field. Use pickup forceps. Use sterile gloves. Use aseptic technique. Organize needed supplies. Position patient for treatment. Watch for signs of patient discomfort. Use medical terminology to communicate with other health care workers. Describe the changing of a dressing. Use facility system in reporting and recording treatments. Observe results of treatment. Interpret autoclave indicators. Use infection control procedures to dispose of waste.
ATTITUDES	Recognize the danger to patient, staff and families if careless regarding contamination of sterile field or disposal of contaminated dressings. Anticipate what the person being assisted will need during the procedure. Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications. Use facility infection control procedures to dispose of waste.
EQUIPMENT AND SUPPLIES	Pickup forceps Sterile dressing tray Sterile gloves Adhesive or nonallergic tape Plastic bag, basin or waste can

SOURCE OF ANALYSIS

Diversified Health Occupations, Louise Simmers, 1983, pp. 75-85.

ILLINOIS STATE GOALS FOR LEARNING

Physical Development and Health:

- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.
- Goal 2-R: Signs and symptoms indicating the need for professional medical attention.
- Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply clean dressing

PERFORMANCE STANDARD: Dressing is applied as ordered. Observations and treatment are reported and recorded as required. Old dressings are disposed of according to facility procedures.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Place equipment and supplies where they will be convenient.
7. Provide privacy for patient.
8. Position patient for treatment.
9. Remove soiled dressing.
10. Note characteristics of area being dressed and drainage on old dressing.
11. Wash and dry wound to be dressed.
12. Apply dressing as ordered.
13. Secure dressing using tape, metal clips, or safety pins, as ordered.
14. Leave patient in safe, comfortable position.
15. Clean area disposing of all waste according to facility procedure.
16. Put equipment and supplies away.
17. Wash hands.
18. Report and record procedure as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Explain transmission of microorganisms.
Apply bandages.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.

KNOWLEDGE (Cont.)	Use medical terminology to communicate with other health care workers. Cleanse and protect patient's skin. Use facility system in reporting and recording treatments. Observe results of treatment. Use infection control procedures to dispose of waste.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. Accept responsibility to do even distasteful tasks thoroughly. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Nonsterile dressing Soap or other cleansing agent, as ordered Tape, metal clips or safety pins
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 97.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply elastic bandage

PERFORMANCE STANDARD: Elastic bandages are applied as ordered. Bandages completely cover intended area and fit snugly and smoothly but do not impede circulation. Procedure is reported and recorded as required.

STEPS

1. Receive assignment.
2. Identify patient.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble equipment and supplies.
6. Expose patient's feet and legs.
7. Position extremity to be wrapped at same level as heart.
8. Wrap bandage from distal to proximal part of extremity.
9. Anchor bandage at beginning.
10. Apply bandage with firm, even pressure, avoiding wrinkles.
11. Wrap bandage so that area is completely covered.
12. Anchor end of bandage.
13. Check pulse or observe skin color to determine that circulation is adequate.
14. Leave patient in safe, comfortable position.
15. Report and record treatment as required.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Organize needed supplies.
Recognize signs and symptoms of impeded circulation.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.
Use facility system in reporting and recording treatments.
Observe results of treatment.

ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment and report any complications.
EQUIPMENT AND SUPPLIES	Elastic bandages
SOURCE OF ANALYSIS	V-TECS Catalog, Nurse Aide/Orderly, Performance Objective 93.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar. Social Sciences: Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply topical ointment

PERFORMANCE STANDARD: Affected area or wound is cleaned before treatment. The ointment matches order exactly. The treatment does not cause undue pain or skin damage.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble supplies.
6. Select topical ointment as ordered.
7. Compare label with order by reading three times:
   A. Before removing from shelf.
   B. Before applying.
   C. Before returning to shelf.
8. Cleanse area to receive treatment.
9. Apply ointment in thin coats with either a sterile tongue blade, spatula, or rubber gloves, as ordered.
10. Clean and put away equipment and supplies.
11. Leave patient in a safe and comfortable position.
12. Wash hands.
13. Record and report treatment and results.

KNOWLEDGE

Read and interpret assignment sheet.
Read and interpret patient care plan.
Use facility procedure for positively identifying patient.
Wash hands aseptically.
Use communication skills to explain procedures to patient and family.
Use aseptic technique.
Explain how this specific topical ointment is used and what the purpose of the ointment is.
Organize needed supplies.
Position patient for treatment.
Watch for signs of patient discomfort.
Use medical terminology to communicate with other health care workers.

KNOWLEDGE (Cont.)	Cleanse and protect patient's skin. Use facility system in reporting and recording treatments. Observe results of treatment.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Use gentle touch during treatments as mucous membranes are easily injured. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment, and report any complications.
EQUIPMENT AND SUPPLIES	Topical ointment as ordered Applicator for ointment Gloves Soap Water Towel Washcloth Sterile cleansing supplies if ordered.
SOURCE OF ANALYSIS	V-TECS Catalog, Community Health Aide, Performance Objective 78.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Providing Therapeutic Measures

TASK: Apply antiembolism elastic stockings

PERFORMANCE STANDARD: Both of patient's legs are measured and are fitted with appropriate size stockings. Left stocking is on left leg and right stocking is on right leg. Stitching is positioned according to manufacturer's instructions. Application of stockings is reported and recorded as required.

STEPS

1. Receive assignment.
2. Verify patient's identity.
3. Explain procedure to patient.
4. Wash hands.
5. Assemble supplies.
6. Provide for privacy.
7. Expose patient's legs.
8. Measure calf circumference.
9. Measure length of leg from heel to back of knee.
10. Record measurements.
11. Measure other leg and record measurements if gross difference exists in size of legs.
    NOTE: Order two sizes of stockings if leg sizes differ.
12. Obtain stockings in measured size(s).
13. Remove stockings from container.
14. Identify left and right leg stocking.
15. Insert hand into stocking as far as heel.
16. Grasp center of heel and turn stocking inside out to heel.
17. Position stocking over foot and heel.
18. Pull body of stocking up around ankle, calf and thigh.
19. Repeat for other leg.
20. Position stitching of stocking as indicated in instructions enclosed with stockings.
21. Explain importance to patient that stockings not be folded down.
22. Remove and apply stockings every shift.
23. Check size of stockings on patient to assure proper fit.
24. Report and record size(s) and application of stockings.

KNOWLEDGE: Read and interpret assignment sheet.
Use facility procedure for positively identifying patient.
Wash hands aseptically.

KNOWLEDGE (Cont.)	Use communication skills to explain procedures to patient and family. Use aseptic technique. Explain why antiembolism stockings are used. Organize needed supplies. Position patient for treatment. Watch for signs of patient discomfort. Use medical terminology to communicate with other health care workers. Cleanse and protect patient's skin. Use facility system in reporting and recording treatments. Observe results of treatment. Measure using tape measure. Compare measurements and determine any significant difference. Read and interpret manufacturer's instructions.
ATTITUDES	Respect patient's right to privacy. Respect patient's dignity. Realize organization prevents loss of time and patient discomfort and inconvenience. Empathize with patient's feelings about procedure. Communicate willing and matter-of-fact attitude. Respect the patient's right to know about and participate in treatment. In addition, refer to Employability Skills List.
SAFETY	Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques. Use principles of body mechanics to prevent injury to patient and self. Prevent accidents by providing adequate assistance to patient as indicated by their condition. Discontinue treatment, and report any complications.
EQUIPMENT AND SUPPLIES	Elastic antiembolism stockings Stocking chart Manufacturer's instructions Tape measure
SOURCE OF ANALYSIS	V-TECS Catalog, Licensed Practical Nurse, Performance Objective 66.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-R: Signs and symptoms indicating the need for professional medical attention.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Language Arts:

- Goal 1-A: Recognition, recall, and summarization of material read.
- Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.
- Goal 2-A: Meaning of spoken messages.
- Goal 2-C: Inferences from spoken messages and nonverbal cues.
- Goal 2-F: Effective and appropriate responses.
- Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.
- Goal 4-A: Clear and expressive speaking.
- Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.
- Goal 6-D: English grammar.

Social Sciences:

- Goal 3-B: Selected principles of learning and motivation.

Mathematics:

- Goal 3-A: Measurement in various contexts using appropriate units.

TASK ANALYSIS

FOR

HEALTH OCCUPATIONS

CLUSTER: **REHABILITATION SERVICES**

OCCUPATION: **PHYSICAL THERAPIST ASSISTANT**

Duty Area: Performing Diagnostic Measures

TASK ANALYSIS

OCCUPATION: Physical Therapist Assistant

DUTY AREA: Performing Diagnostic Measures

TASK: Assist physician/dentist in diagnostic procedure

PERFORMANCE STANDARD: Patient is prepared for procedure. Equipment and supplies are available as needed for procedure. Assistance is provided as needed by physician. Patient is provided emotional support throughout procedure. Procedure is reported and recorded as required.

STEPS

1. Verify diagnostic procedure.
2. Wash hands.
3. Organize required equipment and supplies.
4. Identify patient.
5. Prepare patient for procedure.
6. Open equipment and supplies as needed.
7. Hand equipment and/or supplies as needed.
8. Hold patient, if needed.
9. Reassure and comfort patient, as appropriate.
10. Clean or dispose of equipment and supplies after procedure.
11. Leave patient in safe and comfortable position.
12. Wash hands.
13. Report and record procedure.

KNOWLEDGE

Read and interpret assignment.
Identify reason for procedure.
Select equipment and supplies for procedure.
Use teaching/learning skills to explain procedure to patient.
Position patient for procedure.
Use medical and surgical aseptic technique.
Anticipate physician's needs during procedure.
Use communication skills to reassure and comfort patient as is appropriate during difficult or painful procedures.
Use accepted methods to dispose of, clean and sterilize equipment and supplies.
Use facility procedures to report and record procedure.

ATTITUDES	Accept the importance of performing procedures efficiently and quickly. Value patient comfort, safety and cooperation. Value cost containment and prepare only what is needed for procedure. Accept that patient may need restraint due to inability to control self during painful or frightening procedure. In addition, refer to Employability Skills List.
SAFETY	Use facility procedure to positively identify patient. Use aseptic technique to prevent infection among patients, staff and families. Assist patient who may need restraint in order to save them from further injury.
EQUIPMENT AND SUPPLIES	Equipment and supplies for specific procedure
SOURCE OF ANALYSIS	Curriculum Models and Competencies, Associate Degree Nursing, North Carolina Department of Community Colleges, 1983.
ILLINOIS STATE GOALS FOR LEARNING	Physical Development and Health: Goal 1-G: Basic human anatomy and physiology as it relates to health and disease. Goal 2-K: Behaviors which promote self-esteem without being destructive to self or others. Goal 2-R: Signs and symptoms indicating the need for professional medical attention. Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease. Language Arts: Goal 1-A: Recognition, recall, and summarization of material read. Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose. Goal 2-A: Meaning of spoken messages. Goal 2-C: Inferences from spoken messages and nonverbal cues. Goal 2-F: Effective and appropriate responses. Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences. Goal 4-A: Clear and expressive speaking. Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting. Goal 6-D: English grammar.

ILLINOIS STATE GOALS FOR LEARNING (Cont.)

Social Sciences:

Goal 3-B: Selected principles of learning and motivation.

Goal 3-F: Development of oral and written communication.

Biological and Physical Sciences:

Goal 3-A: Ethical practices which include:

1. honesty and integrity in the recording and reporting of the results of scientific inquiry;
2. disclosure, including open discussion of ideas, techniques and results;
3. rights of subjects, humanness and respect for life.